

Held Tuesday, January 31, 20 12

The meeting was called to order at 6:30pm by Chairman Todd Ray with Trustees Andy Bushman and Irene McMullen and Fiscal Officer Patricia Bayer present. The Pledge of Allegiance was recited. EFT Vouchers 1936-1941 for the 1/31/12 monthly payroll in the amount of \$8,354.19, EFT Vouchers 1942-1951 for the 2/3/12 bi-weekly payroll in the amount of \$11,002.86, and warrants 10110-10124 dated 1/30/12, 1/31/12 and 2/3/12 totaling \$6,507.78 were signed. Warrant 10117 was voided. Correspondence was available for review.

TOWN HALL RENOVATION PROJECT

Architect Hank Penttila reviewed the program of spaces which was submitted to the trustees at the January 24 meeting. He suggested an 8 ft x 8 ft entry vestibule and discussed the size of the lobby. The board agreed an additional lobby would not be needed for the township offices, but that a small waiting area should be provided. The restrooms, a janitor's closet with a utility sink, and a required drinking fountain will be located in the main lobby. The board did not feel an additional staff restroom was necessary. The pros and cons of a folding wall between the trustees meeting room and community room were discussed. The kitchen will be a catering kitchen as opposed to a commercial kitchen. The architect will check the electrical capacity of the building and make sure that there are enough outlets in the community room. Mr. Bushman suggested that space for two additional offices be included for future expansion. The architect will incorporate the results of the workshop discussion into the program of spaces and resubmit it to the board. The board agreed to hold another special meeting on February 7 to approve the changes. This will allow the architect to prepare a preliminary floor plan for discussion at the February 14 meeting. A public meeting will be scheduled for March.

Mr. Bushman moved and Mrs. McMullen seconded to hold a special meeting to discuss the township hall addition and for other regular business on Tuesday, February 7, 2012 at 6:30pm, with a unanimous vote. Motion carried.

Mr. Penttila asked the board about the fire station roof. The board agreed that they would like a permanent solution to the leaking problems.

CLERICAL ASSISTANT

The board reviewed a memo from Paula Friebertshauser of a partial list of duties for the clerical assistant position.

Mr. Bushman moved and Mrs. McMullen seconded to allow Julia Johnston to start effective February 6, 2012 with the duties of clerical assistant with a pay rate of \$10.00 per hour, not to exceed 15 hours a week, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Mr. Bushman moved and Mrs. McMullen seconded to approve the encumbrance sheet for January 31, 2012, as written:

Geauga Local Access Cable Corporation      Contract Payment      11,895.33  
with a unanimous vote. Motion carried. The board signed the encumbrance sheet.

MEETING ADJOURNED

Mr. Bushman moved and Mrs. McMullen seconded to adjourn the meeting at 8:07pm, with a unanimous vote. Motion carried.

Todd R. Ray      Chairman      Patricia A. Bayer      Fiscal Officer